

Washington State Department of Health Third Party Vaccine Distribution Planning
Entering Vaccine Orders in the VACMAN System:

Double Click the VACMAN Icon on your desk-top

The first step is logging into the remote access network:

Enter your logon ID

Enter your password

Select the syringe icon and double click -- This opens up VACMAN

A screen will pop up that says “you have missing orders,” – click cancel

You will then get a login screen for VACMAN 4.1 (make sure it is version 192.230.144)

The user ID here is the same for all: User ID: VACCINE Logon: KENO

Either click enter twice, or click of on the gray area with the mouse – causing the enter button to become active, then click enter.

Select the DATA Tab from the top row of tabs:

Checking Contact Information in VACMAN:

Before placing the order:

- Click on the Enroll Provider menu item (Right side, middle section (Provider); first item)
- In the sort drop down box, select PIN
- On the menu bar, select the “browse,” button
 - A list of providers by PIN from lowest to highest will appear.
 - You will have to visually look through the list to find the PIN of the provider whose order you are placing.
- Highlight the PIN and hit enter
- Select the “address,” tab
- Review the contact name and phone number information – you can use this screen to review all contact information, including address, zip code etc.
- If it is incorrect, Highlight it on the paper form / fax
- Exit out to the order (click on the x in the corner or use escape button)
- This will bring you back to the order screen
- Place the provider order
- Give orders with contact or address information changes to Louise

Placing the Order:

Go the “Multi-Order” section Click on Order Entry

A dialogue box will pop up that allows you to either:

Enter the PIN of the provider you wish to place an order for

Enter the provider name to search and select the provider to place the an order

Enter the PIN or provider name: The provider order screen will pop up.

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At the top of the screen, the provider demographics – name, PIN, address, hours of delivery etc., will appear

Check these carefully against the information on the order form – verify the information for multiple fields – PIN, Name, Address etc., If the information matches, proceed with placing the order

If the information does not match:

1. Go back to the dialogue box and search on provider name to see if the provider is in VACMAN under a different PIN
 - If you find a matching provider, with a different PIN, use the existing VACMAN PIN for the provider. Flag the order form (with an actual flag) for follow-up, write in the correct VACMAN PIN on the hard-copy form, and put in a pile for follow-up with the LHJ
 - If you find a provider with a similar name, in the same PIN range, set the order aside for verification with the LHJ (so should also go in the LHJ follow-up folder).
 - **If you have a concern that there is a mismatch** between the information on the order form, and the account in VACMAN, give the **order to Louise** and she will research it further on that same day (during the month of February – the direction for this may change).
 - **Louise will also be the point person for collecting information changes that are needed for CHLD Profile Immunization Registry** (but not necessarily entering the changes – we still have to determine who will do this)

Once you are satisfied that the account in VACMAN matches the Provider information on the Order Form, you are ready to place an order:

Click on the + sign on the menu bar – the “add a record,” icon -- The order screen will appear

The default for order type is “C” for vaccines on the CDC Contract
DT and Pneumo 23 are “N” types – for not on the CDC Contract

Use the short-cut list to enter the vaccines on the order form (please refer to the list).
This will ensure that the correct products are entered on the order form.

When you have entered 10 vaccines, select save (diskette icon at the top of the menu bar)

Then select the + sign again to finish filling out the order. Double check demographics to make sure you are placing the remainder of the order with the same provider. Most providers will order all vaccine types with each order, so you will almost always have to enter the first 10 vaccines, then enter the + sign to enter the remaining 4 to 6 vaccines.

When entering the Varicella and MMRV portion of the order, you may have to use two lines of ordering to split the order appropriately by fund source. You will be given information about how to split the orders before you start.

Save the order when you are finished, and that moves the order **into the pending file**.

Varicella / MMRV

When you save the order, you will be asked for a funding source for MMRV and Varicella

60% of Varicella and MMRV doses will be funded with source 1 (VFC)

40% of Varicella and MMRV doses will be funded with source 2 (317 DA) if you have questions, consult the Lead Vaccine Consultant or the Vaccine Consultant

(Note, orders are not submitted to CDC until the file is transmitted, the Lead Vaccine Consultant and the Vaccine Consultant will share responsibility for ensuring that vaccine orders are transmitted every day.